



Government of West Bengal
Office of the Director of Land Records & Surveys
& Jt. Land Reforms Commissioner, West Bengal
35, Gopalnagar Road, Calcutta - 700 027.

Memo No : 7/6185-264/c/2000

Dated, Alipitir the 10th August, 2000.

8th November

From : S. Suresh Kumar, IAS
Director of Land Records & Surveys &
Jt. Land Reforms Commissioner, W.B.

To : The District Land & Land Reforms Officer,

✓ The Sub-divisional Land & Land Reforms Officer, Burdwan

Sub : Acquisition of property.

Under Rule 5(2) of the West Bengal Services (Duties, Rights and obligations of the Government Employees) Rules, 1980 an obligation on the employee has been created.

Hence from the rule it is abundantly clear that it is obligatory that the Government servant shall seek prior sanction of the appointing authority before acquisition or disposition through lease, mortgage, sale, gift or otherwise in the name of himself or his family members i.e wife and children including adopted childred. The circular of Board of Revenue of no.3845-PB II, dated 29.06.1993 has made it clear that no post facto approval / permission shall be accorded by the Board of Revenue or by any appointing authority subordinate to it.

Though the rule is very clear cut it's operationalisation has led to unhappiness among certain applicants which could have been avoided if they are better informed. The guidelines to be followed for quick disposal are as follows -

- (1). The Government servant shall have to intimate the Appointing Authority (DL&LRO or the DLRS or the Land & Land Reforms Department) thirty days in advance of his intention to acquire the scheduled land or building in a proforma which is enclosed in Annexure 'A' through proper channel.
- (2). The Authority shall have the enquiry conducted into by a DL&LRO as to the land particulars given and shall report the description of the property, persons in possession

and their accruing title as to the land.

- (3) The Authority shall also at the same time have the market value of the land assessed by the office of Spl. LAO or by a Revenue Officer from the District or Sub-Division Head quarter based on sale data collected from the sub-register's office. In cases relating to purchase of plot of land / flat / building-sold / leased out by Government / Statutory body / various Urban Development bodies, the market value of the property shown in offer letter would be accepted as final.
- (4) In case, if the land consists of pucca building / flat the structure value should be assessed by the concerned Executive Engineer of the P.W.D. in whose jurisdiction the scheduled land falls or a valuation certificate of a Registered Valuer.
- (5) The Government servant may in the meantime proceed with the acquisition or disposal of the property on the ground of urgency but it shall be at his own risk.
- (6) The source of fund for purchase of land / flat / house etc. should be specifically mentioned along with sufficient documentary evidence.
- (7) Attempt shall be made to process these cases expeditiously but the lack of sufficient information has often been the cause for seeking further clarifications.



(S. Suresh Kumar)

Director of Land Records & Surveys &
Jt. Land Reforms Commissioner, W.B.

P R O F O R M A

Particulars for Purchase and Sale of Land/Ready Built House.
(To be furnished by Government Employee)

P A R T - I

1.	Whether there is any landed property in the name of the employee or in the name of any members of his/her/family. If so details of such land to be furnished.	
2.	Whether there is any house in the name of Govt. Employee or in the name of the member of his family.	
3.	Particulars of Land/Read/Built House proposed to be purchased/ sold.	
	(a) Name of the Mouza with J.L. No.	:
	(b) Name of District	:
	(c) Name of Police Station.	:
	(d) No. Khatian and Plot No.	:
	(e) Classification of the Land	:
	(f) Area of the land proposed to be purchased or sale.	:
4.	Name of Municipality and Municipal Holding No. or Premises No. in Gram Panchayat .	
5.	Particulars of Building or structure standing thereof, if any.	
6.	Nature of proposed transaction viz; whether purchase, sale, mortgage or gift.	
7.	Amount of consideration money in the case of a purchase or sale.	
8.	Details of sources of meeting the consideration money in case of purchase, mortgage. (To be supported by requisite consent letters from the concerned Lender if any).	
9.	Name and Address of the vendor / lender / Mortgager, or donar.	

10.	Name and Address of the Vendee / Vendee / Mortgagee or Donee.	
11.	Relationship of the Transferer (Viz. Vendor, Donor/Donee etc. with the Govt. Servant.)	
12.	Did the applicant have any dealings with the party in his official capacity at any time or is the applicant likely to have any dealings with him in the near future ?	
13.	In case of disposal of property was requisite sanction intimation obtained / given for its acquisition . (A copy of the sanction / acknowledgment should be attached)	

Declaration

I, _____ hereby declare that the particulars given above are true, I request that I may be given permission to acquire / dispose of property as described above from / to the party whose name is mentioned in item no.s 9 and 10 above.

Signature of Govt. Employee.

PART -II

(To be verified by office in addition to above points)

1.	Whether the consideration money commensurates with the current market price & justified.	
2.	Whether there is any exercise of official influence on the part of the Govt. Employee over the proposed transaction.	

Signature of the Verifying Officers
B.L. & L.R.O. / S.D. & L.R.O. / Dy. B.L. & L.R.O.
(With office Seal)

PART - III

Comments of the D.L. & L.R.O. / DLRS & Recommendation.

1.	Whether the consideration money as shown by the incumbent concerned and as verified by the Enquiring Officer is justified or not.	:
2.	Whether the prayer is recommended	:

District Land & Land Reforms Officer /DLRS